

11662-1721

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO: Comptroller			
FROM: Chief, Finance Division		ALLOTMENT SYMBOL 2263-1040-1000	
PAY PERIOD		ESTIMATED NUMBER	
BEGINNING	ENDING	HOURS	EMPLOYEES
12 November 1961	25 November 1961	11	1

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

An individual from the Comptroller's Office is working on an overtime basis with Project [] an "Eyes Only" Project.

25X1A6b

DATE 25X1A9a	TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable) Requested by []	
CONCURRENCE (if applicable)		AUTHORIZATION
TYPED NAME AND SIGNATURE OF DIVISION CHIEF [] Deputy Chief, Finance Division		TYPE E. R. SAUNDERS, Comptroller
DATE CONCURRED 21 November 1961		DATE AUTHORIZED 27 NOV 1961

25X1A9a

25X1A

To Nov 61

TO: FINANCE OFFICER

SUBJECT: Overtime Performed with WH/ [REDACTED], Quarters Eye)
during pay period 12 Nov. - 25 Nov. 61

STATINTL

Hours worked are as follows:

14 Nov. - 1730 - 2030 Hrs.	3
15 Nov. - 1730 - 2030 Hrs.	3
18 Nov. - 0945 - 1500 Hrs.	<u>5</u> (No lunch break taken)
TOTAL:	11

STATINTL

